



# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-038 (rev. 1/16)
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-051, 98-024
<b>Application:</b> Executive Branch Agencies, Appointing Authorities, Human Resource and Payroll Officers, Full Time Employees	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-406	<b>Rule:</b> Chapter 1120-06

**Subject:**

## Uninhabitable Buildings

The Commissioner of the Department of Human Resources, acting on a recommendation from the requesting agency's appointing authority, shall have the sole authority to declare a building uninhabitable.

Employees who are not able to work in a building that is considered uninhabitable due to power outages, flooding, physical damage or other valid reasons may be granted discretionary leave with pay for all regularly scheduled hours during the affected period. Employees who continue to work in a building or at a work site during the period the building is declared uninhabitable may receive regular compensatory time for hours actually worked during the affected period up to their scheduled hours for the work day. Only those employees directly affected by a building closing are eligible for discretionary leave with pay or compensatory time under this policy. Hours worked in excess of regularly scheduled hours are compensated as overtime hours at the end of the work week based on the employee's status under the Fair Labor Standards Act.

Employees on previously approved leave during the affected period must continue to charge the appropriate leave and will not be eligible for discretionary leave for this time. Part-time employees are paid for hours worked and are not eligible for discretionary leave with pay.

The agency is responsible for maintaining written documentation, including a list of the affected employees and the date, time and location of each instance. A copy of that documentation should be forwarded to the Agency Resource Center (ARC) prior to the payroll in which the time will be paid.

<b>DOHR Policy:</b>	<b>Policy Number:</b>
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This policy applies to individual buildings or work sites and should not be confused with policies pertaining to inclement weather or employee absences due to a state of emergency.

Questions regarding this policy may be directed to the Agency Resource Center.

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Values – *Communications \* Teamwork \* User-Friendly \* Respect \* Excellence \* Integrity \* Teamwork*